

DES Coordination Conference Call Agenda Tuesday 1/3/06 2:00 p.m.

Attendees: Seader, Bradley, Gershman, Hestle, Clark (Greg), Banyai and Underwood

Action Item List:

- a. Gershman, Schaffer & Clark (Don) to finalize FY 2006 Sales and Marketing Plan
Schaffer to send draft to Gershman 1/6/06.
- b. Gershman to create invoice for Symphony metering with a deduction for condensate meter installation and valve access costs. Waiting on invoice from Symphony contractor for additional work.
- c. Schaffer to get update from MP&F on new DES brochure. Gershman has sent to Schaffer. Schaffer to forward to MPF if OK. Hestle to follow up with Schaffer.
- d. Hestle (CNDE) to report on status of phase 1 of the tunnel lighting and electrical project Complete – Hestle to e-mail photos of completed work
- e. Clark (Greg) to issue updated project status report
 1. Symphony
 - WLH has requested release of retainage
 - Link seals are reported to be complete (Clark to confirm)
 - Steam casing will not hold air pressure (Clark to communicate possible options to WLH)
 2. Parkway Towers
 - USE to issue change order for
 1. Rerouting of piping
 2. 10 day extension
 3. Manhole "U" paving
 3. Library & Archives
 - Project on schedule
 - Excavation is complete
 4. Customer Metering
 - Two installations remain to be scheduled - Sheraton & J.K. Polk
 5. Renaissance Piping Modifications
 - Currently pre-fabricating piping while waiting on equipment deliveries
 6. TN Towers Decoupling
 - Pouring building concrete
 - Project reported to be on schedule

7. Metro Courthouse Condensate Line Replacement

- Tie in isolation valves to be installed during Parkway Towers tie in outage
- f. Bradley & Hatcher to send NTTC records to Metro storage. WIP – Hatcher look at old Thermal checks and pension statements
- g. Hestle to furnish 2 side chairs and book case for Metro office. Will be completed 1/6/06
- h. Seader to follow up on Business Interruption insurance documents. Not done
- i. Hatcher to forward new data base sample reports to Gershman & Lackey Complete – looks good
- j. Hatcher to send separate note/e-mail to customers regarding new invoice format ? – Hestle to follow up with Hatcher
- k. Hatcher to answer Sheraton e-mail regarding natural gas costs. ? – Hestle to follow up with Hatcher
- l. Gershman to issue customer e-mail regarding energy conservation. Gershman to send second e-mail
- m. Schaffer to furnish educational tools, from CE/ESCO, regarding energy conservation. Hestle to remind Schaffer
- n. Gershman to send letter to Renaissance Office Complex regarding demand reduction. Seader to write letter for Gershman
- o. Hatcher to furnish projected natural gas consumption for FY 2006 ? – Hestle to follow up with Hatcher. Discuss in conference call 1/5/06.
- p. Schaffer & Hatcher to follow up on & finalize true-up invoice to Metro ? – Hestle to follow up with Schaffer
- q. Underwood to revise DES Project accounting sheet. Repair & Replacement column added. Underwood to review and issue.
- r. Bradley to follow up on State tunnel communication system State to make a decision with in two weeks
- s. Gershman to research how federal buildings work on other district energy systems Not done
- t. Gershman & Schaffer to investigate Downtown Partnership membership Incorporate in to Sales & Marketing Plan
- u. Gershman & Schaffer to investigate Civic Design Center membership Incorporate in to Sales & Marketing Plan
- v. Gershman to schedule meeting with Strouver Brothers regarding development opportunities Contact has been unsuccessful. Gershman will continue to pursue.

CONFERENCE CALL NOTES

DRAFT

- w. All – work on FY 2007 Budget Seader to prepare operations budget. CNDE to furnish input on EDS capital & repairs budget.
 - 1. OPS Budget Conference Call Thursday 1/5/06, 1:00 p.m. – 2:00 p.m. CST
 - Expected participants: Seader, Bradley, Gershman, Hestle, Hatcher, Berry and Wilhems
 - Discuss projected usages only
 - Seader to issue Agenda
 - Call in number 1-877-326-2337, 6729575#
- x. Gershman & Schaffer to review 5 Year Plan Not done

Other items discussed:

- 1. Two Year Anniversary Party
- 2. Shelf for bridge sculpture
 - Good job on both items!